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## Corrective Action



### PO Activity/Source Incorrect

#### DOTPO\_W01\_ACTVTY\_SOURC\_MISMTCH

##### Introduction:


##### Description and Purpose:

Use this query to view a list of PO distributions where first 2 characters of Activity do not match the first 2 characters of Source Type. Report output includes PO number, line number, vendor ID and coding information. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found". If results are displayed, please refer to the following pages for corrective actions.

PO Not Received (N): Pending Approval Status – Never Has Been Dispatched .....	2
PO In Dispatch and Valid Status:.....	6
PO Line Partially Received (P): .....	12
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## **PO Not Received (N): Pending Approval Status – Never Has Been Dispatched**


For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to Purchasing > Procurement Contracts > Add/update Contract.
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


**Contract Entry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value** **Add a New Value**

**SetID:** =  

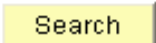
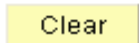

**Contract ID:** begins with  


**Contract Process Option:** =  


























**Short Vendor Name:** begins with  

**Master Contract ID:** begins with  

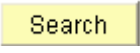
☐ **Correct History**

  [Basic Search](#)  [Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.



Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			


5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.



6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
8. Click the **Find an Existing Value** tab.
9. Enter the PO number in the **PO ID** field and click .



**Purchase Order**  
Enter any information you have and click Search. Leave fields blank for a list of all values.



**Find an Existing Value** **Add a New Value**



**Business Unit:** =  DOTM1 



**PO ID:** begins with  0000022922



**Purchase Order Date:** =  



**PO Status:** =  



**Short Vendor Name:** begins with  


**Vendor ID:** begins with  

**Vendor Name:** begins with  

**Buyer:** begins with  

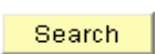
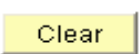

**Buyer Name:** begins with  

**PO Type:** =  

**Purchase Order Reference:** begins with 













**Hold From Further Processing** ☐

☐ **Case Sensitive**






  [Basic Search](#)  [Save Search Criteria](#)

The Purchase Order is displayed.

10. Click the Line's Schedule  icon.

Lines									
<a href="#">Details</a>   <a href="#">Ship To/Due Date</a>   <a href="#">Statuses</a>   <a href="#">Item Information</a>   <a href="#">Attributes</a>   <a href="#">BFG</a>   <a href="#">Contract</a>   <a href="#">Receiving</a>   <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>    First 4 of 2 Last									
Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status	
1		Class I - Bituminous Concrete	30.0000	TN	720000 	55.15000	1,654.50	Active	   
2		Class IV - Bituminous Concrete	40.0000	TN	720000 	55.01000	2,200.40	Active	   

11. Click  to see all your lines at once.

Lines												
Find   View All   First 1 of 2 Last												
Line: 1	Class I - Bituminous Concrete					PO Qty: 1.0000	TN	Amount:	USD			
Schedules												
Customize   Find   View All   First 1 of 1 Last												
Details   <u>Statistics</u>												
Sched	Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status			
1	 06/05/2007			1460000006		1.0000			USD Closed			

All PO lines are displayed.

Lines 1 & 2

Lines

Find | View 1 | First | 1 of 2 | Last

Line: 1    Item: [Class I - Bituminous Concrete](#)    PO Qty: 30.0000    TN    Amount: 1654.50    USD

Schedules

Customize | Find | View All | First | 1 of 1 | Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

Sched		*Due Date	*Ship To		*PO Qty	Price	Amount	Status						
1		06/05/2007	1460000006		30.0000	55.15000	1,654.50	Active						

Line: 2    Item: [Class IV - Bituminous Concrete](#)    PO Qty: 40.0000    TN    Amount: 2200.40    USD





Schedules

Customize | Find | View All | First | 1 of 1 | Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

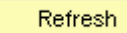
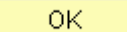
Sched		*Due Date	*Ship To		*PO Qty	Price	Amount	Status						
1		06/05/2007	1460000006		40.0000	55.01000	2,200.40	Active						

12. Click on the line's Distributions/ChartFields  icon.

Lines													
Find   View All   First 1 of 2 Last													
Line:	1	Class I - Bituminous Concrete				PO Qty:	1.0000	TN	Amount:	USD			
Schedules													
Customize   Find   View All   First 1 of 1 Last													
Details		Statuses											
Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount		Status		
1		06/05/2007			1460000006		1.0000			USD	Closed		

13. Make the necessary changes to the ChartField Distribution for the appropriate line.

Customize   Find   View All   First 1-2 of 2 Last						
PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	
NONPC	DOT01702704					+ -
DOTM1	DOT01702704CN	SF0000	SF117			+ -

14. Click  to ensure that new information will be processed. Validated fields with incorrect information will appear in Red. If necessary, make corrections.
15. Click  to return to the Line Schedules.

Activity/Source Type Incorrect

16. Repeat for additional lines requiring correction.

17. Click the [Return to Main Page](#) link.

[Return to Main Page](#)

**Lines** Find | View 1 First 1-2 of 2 Last

**Line: 1** Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

**Schedules** Customize | Find | View All | First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

**Line: 2** Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

**Schedules** Customize | Find | View All | First 1 of 1 Last

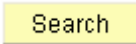
Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

18. Click  Save.

The Approvals will follow workflow as determined by Dept. Origin. No additional action is required.


**PO In Dispatch and Valid Status:**


For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to **Purchasing > Procurement Contracts > Add/update Contract**.
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


**Contract Entry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value** **Add a New Value**

SetID: =  

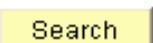
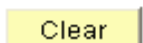

Contract ID: begins with  

Contract Process Option: =  


























Short Vendor Name: begins with  

Master Contract ID: begins with  

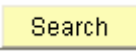
☐ Correct History

  [Basic Search](#)  [Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			







5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.

6. If the contract line has not been received on, then have the Contract Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. If the contract line has already been received on from any previous POs and the new change does not match the old contract line, then another contract line needs to be added so that the contract line and PO Chartfield distribution line are identical. Contact the Contract Creator to have them add another contract line with its new Chartfield distribution coding. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
8. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
9. Click the **Find an Existing Value** tab.
10. Enter the PO number in the **PO ID** field and click .

### Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

Business Unit:	=	▼	DOTM1	
PO ID:	begins with	▼	0000035279	
Purchase Order Date:	=	▼		
PO Status:	=	▼		▼
Short Vendor Name:	begins with	▼		
Vendor ID:	begins with	▼		
Vendor Name:	begins with	▼		
Buyer:	begins with	▼		
Buyer Name:	begins with	▼		
PO Type:	=	▼		▼
Purchase Order Reference:	begins with	▼		
Hold From Further Processing	<input type="checkbox"/>			
<input type="checkbox"/> Case Sensitive				

Search

Clear

[Basic Search](#)



 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Purchase Order is displayed.

11. Click the Change Order  icon.

**Purchase Order**


Unit: DOTM1 PO Status: Dispatched  

PO ID: 0000035279 Budget Status: Valid

Copy From:

☐ Hold From Further Processing

**Header**

PO Date: 11/27/2007  Vendor Search

Vendor: 061600557F-001 [Vendor Details](#)

\*Vendor ID: 0000010054 CWPM LLC

\*Buyer: AeyMar DOT-Aey Mary

PO Reference:


[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)


Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

\*Dispatch Method: Print 

**Amount Summary**




Merchandise: 2670.00

Freight/Tax/Misc.: 0.00 

Total Amount: 2670.00 USD

Total PO Obligation: 2670.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line:  To:    

**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		RUBBISH REMOVAL - 30 CY - EGP	6.0000	EA	760000	445.00000	2,670.00	Active

12. Click the Lines' Schedule  icon.

**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active

13. Click  to see all your lines at once.

14. Click on the line's Distributions/ChartFields  icon.

Lines 1 & 2

**Lines**

Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1,654.50 USD

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2,200.40 USD

**Schedules**

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active



15. Make the necessary changes to the ChartField Distribution for the appropriate line.

**Distribution**

Chartfields Details/Fax Asset Information Req Detail Statuses (1234)

Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
1	Canceled				USD	STATE	12001	DOT57252	12293	34002	54072	167117		2007
2	Open	100.0	30.0000	1654.50	USD	STATE	1200	DOT57252	1229	34002	54072			2008

Customize | Find | View All | First 1-2 of 2 Last

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory		
NONPC	DOT01702704					+	-
DOTM1	DOT01702704CN	SF0000	SF117			+	-

16. Click **Refresh** to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.
17. Click **OK** to return to the Line Schedules.
18. Repeat for additional lines requiring correction.
19. Click the [Return to Main Page](#) link to go back to the main page of your PO.

[Return to Main Page](#)

**Lines** Find | View 1 First 1-2 of 2 Last

**Line: 1** Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

**Schedules** Customize | Find | View All | First 1 of 1 Last

Details Statuses Shipment Matching Receiving Freight RTV (1234)


Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active				




**Line: 2** Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

**Schedules** Customize | Find | View All | First 1 of 1 Last

Details Statuses Shipment Matching Receiving Freight RTV (1234)


Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status				
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active				





20. Click [Edit Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was .... on line xx ..... corrected on xx/xx/xxxx, by yyyy yyyy.) Click  **Send to Vendor** to notify the vendor of the reason for the change order.

<b>PO ID:</b> 0000035279	<b>Budget Status:</b> Valid
<b>Copy From:</b> <input type="text"/>	<input type="checkbox"/> <b>Hold From Further Processing</b>
<b>Header</b>	
<b>*PO Date:</b> 11/27/2007  Vendor Search	<b>Backorder Status:</b> None <a href="#">Create BackOrder</a>
<b>Vendor:</b> 061600557F-001 <a href="#">Vendor Details</a>	<b>Receipt Status:</b> Not Recvd
<b>*Vendor ID:</b> 0000010054 CWPM LLC	<b>*Dispatch Method:</b> Print  <b>Dispatch</b>
<b>*Buyer:</b> AeyMar DOT-Aey Mary	<b>Amount Summary</b>
<b>PO Reference:</b> <input type="text"/>	<b>Merchandise:</b> 2670.00
<a href="#">Header Details</a> <a href="#">PO Activities</a> <a href="#">Add ShipTo Comments</a>	<b>Freight/Tax/Misc.:</b> 0.00 <b>Calculate</b>
<a href="#">PO Defaults</a> <a href="#">Document Status</a>	<b>Total Amount:</b> 2670.00 USD
<a href="#">Edit Comments</a> <a href="#">Requisitions</a>	
<b>Comments</b> <a href="#">Find</a> <a href="#">View All</a> <a href="#">First</a> <a href="#">1 of 1</a> <a href="#">Last</a>	<b>Comment Status:</b> Active <b>Inactivate</b> 
<a href="#">Copy Standard Comments</a>	

21. Click .

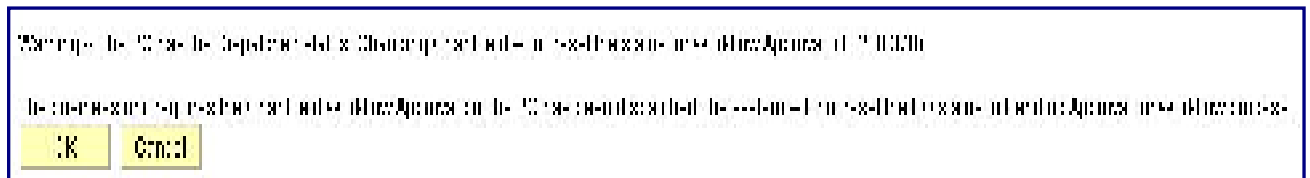
**OR**

22. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was .... on line xx ..... corrected on xx/xx/xxxx, by yyyy yyyy.) Click  **Send to Vendor** to notify the vendor of the reason for the change order.

<b>Unit:</b> DOTM1	<b>PO Status:</b> Dispatched  
<b>PO ID:</b> 0000042571	<b>Budget Status:</b> Valid
<b>Copy From:</b> <input type="text"/>	<input type="checkbox"/> <b>Hold From Further Processing</b>
<b>Header</b>	
<b>*PO Date:</b> 04/09/2008  Vendor Search	<b>Backorder Status:</b> None <a href="#">Create BackOrder</a>
<b>Vendor:</b> 320147173F-001 <a href="#">Vendor Details</a>	<b>Receipt Status:</b> Not Recvd
<b>*Vendor ID:</b> 0000099130 EXECUTIVE LUBE LLC	<b>*Dispatch Method:</b> Email  <b>Dispatch</b>
<b>*Buyer:</b> GarlandPau DOT-Garland Paul	<b>Amount Summary</b>
<b>PO Reference:</b> <input type="text"/>	<b>Merchandise:</b> 44.60
<a href="#">Header Details</a> <a href="#">PO Activities</a> <a href="#">Add ShipTo Comments</a>	<b>Freight/Tax/Misc.:</b> 0.00 <b>Calculate</b>
<a href="#">PO Defaults</a> <a href="#">Document Status</a>	<b>Total Amount:</b> 44.60 USD
<a href="#">Add Comments</a> <a href="#">Requisitions</a>	<a href="#">Total PO Obligation:</a> 44.60 USD

23. Click .

24. Click  Save. The following message will appear:




25. Click .

Notify the appropriate approvers.


**PO Line Partially Received (P):**


For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to **Purchasing > Procurement Contracts > Add/update Contract**.
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


**Contract Entry**  
Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value** **Add a New Value**

SetID: =  

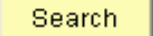
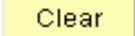

Contract ID: begins with  

Contract Process Option: =  


























Short Vendor Name: begins with  

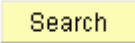
Master Contract ID: begins with  

☐ Correct History

  [Basic Search](#)  [Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. If the contract line has already been received on, then another contract line needs to be added so that the contract line and PO Chartfield distribution line will be identical. Contact the Contract Creator to have them add another contract line with its new Chartfield distribution coding. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
8. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
9. Click the **Find an Existing Value** tab.
10. Enter the PO number in the **PO ID** field and click .

### Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value** | **Add a New Value**

Business Unit:	=	DOTM1
PO ID:	begins with	0000035279
Purchase Order Date:	=	
PO Status:	=	
Short Vendor Name:	begins with	
Vendor ID:	begins with	
Vendor Name:	begins with	
Buyer:	begins with	
Buyer Name:	begins with	
PO Type:	=	
Purchase Order Reference:	begins with	
Hold From Further Processing	<input type="checkbox"/>	
<input type="checkbox"/> Case Sensitive		

Search


Clear

[Basic Search](#)



 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)


**The Purchase Order is displayed.**

11. Click the Change Order  icon.


**Purchase Order**

Unit: DOTM1 PO Status: Dispatched  

PO ID: 0000035279 Budget Status: Valid

Copy From:   ☐ Hold From Further Processing

**Header**

\*PO Date: 11/27/2007  Vendor Search

Vendor: 061600557F-001 [Vendor Details](#)

\*Vendor ID: 0000010054 CWPM LLC

\*Buyer: AeyMar DOT-Aey Mary

PO Reference:


[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Edit Comments](#) [Requisitions](#)


Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

\*Dispatch Method: Print 




**Amount Summary**

Merchandise: 2670.00

Freight/Tax/Misc.: 0.00 

Total Amount: 2670.00 USD

Total PO Obligation: 2670.00 USD

Add Items From:  Select Lines To Display:   To:   

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

**Lines** [Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [Find](#) [View All](#) [Customize](#) First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		RUBBISH REMOVAL - 30 CY-EGP	6.0000	EA	760000	445.00000	2,670.00	Active

12. Click the Line's Schedule  icon

**Lines** [Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [Find](#) [View All](#) [Customize](#) First 1 of 2 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Status
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active

13. Click [View All](#) to see all your lines at once.

**Lines** [Find](#) [View All](#) [Customize](#) First 1 of 2 Last

Line: 1 [Class I - Bituminous Concrete](#) PO Qty: 1.0000 TN Amount: USD

**Schedules** [Details](#) [Statuses](#) [Find](#) [View All](#) [Customize](#) First 1 of 1 Last

Sched	Due Date	Time Due	Revision	Ship To	PO Qty	Price	Amount	Status
1	06/05/2007			1460000006	1.0000		USD	Closed

All PO lines are displayed.

Lines 1 & 2

**Lines** [Find](#) [View All](#) [Customize](#) First 1 of 2 Last

Line: 1 [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

**Schedules** [Details](#) [Statuses](#) [Shipment](#) [Matching](#) [Receiving](#) [Freight](#) [RTV](#) [Find](#) [View All](#) [Customize](#) First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

**Schedules** [Details](#) [Statuses](#) [Shipment](#) [Matching](#) [Receiving](#) [Freight](#) [RTV](#) [Find](#) [View All](#) [Customize](#) First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active


14. Click on the line's Distributions/ChartFields  icon.

Lines											
<div>Find   View All</div> <div>First 1 of 2 Last</div>											
Line:	1	Class I - Bituminous Concrete				PO Qty:	1.0000	TN	Amount:	USD	
Schedules											
<div>Customize   Find   View All</div> <div>First 1 of 1 Last</div>											
Details   <b>States</b>											
Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status	
1		06/05/2007			1460000006		1.0000			USD Closed	

15. Go into the Chartfield distribution line which needs correction and has been previously received. Drop the balance down to equal the amount/quantity you have already received. Don't change the Chartfield distribution coding. It needs to be corrected by the Budget Unit. A separate email needs to be sent to correct this line via an SSJ.

16. Add a new line for the remaining amount still not received. Enter the correct Chartfield distribution coding that should have been used for each line.

(If you had incorrectly started this PO as a quantity based PO, you will now have to start a new PO for the remaining balance as an amount based PO.)

17. Click  to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.

18. Click  to return to the Line Schedules.

19. Repeat for additional lines requiring correction.

20. Click the [Return to Main Page](#) link to go back to the main page of your PO.

Return to Main Page

Lines

Find | View 1First1-2 of 2Last

Line: 1Item: [Class I - Bituminous Concrete](#)PO Qty: 30.0000TN Amount: 1654.50 USD

Schedules

Customize | Find | View AllFirst1 of 1Last

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV						
Sched	*Due Date	*Ship To		*PO Qty	Price	Amount	Status					
1	06/05/2007	1460000006		30.0000	55.15000	1,654.50	Active					

Line: 2Item: [Class IV - Bituminous Concrete](#)PO Qty: 40.0000TN Amount: 2200.40 USD

Schedules

Customize | Find | View AllFirst1 of 1Last

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV						
Sched	*Due Date	*Ship To		*PO Qty	Price	Amount	Status					
1	06/05/2007	1460000006		40.0000	55.01000	2,200.40	Active					

21. Click [Edit Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was .... on line xx ..... corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ [Send to Vendor](#) to notify the vendor of the reason for the change order.

PO ID:	0000035279	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
<b>Header</b>			
'PO Date:	11/27/2007	Vendor Search	
Vendor	061600557F-001	<a href="#">Vendor Details</a>	
'Vendor ID:	0000010054	CWPM LLC	
'Buyer:	AeyMar	DOT-Aey Mary	
PO Reference:	<input type="text"/>		
<a href="#">Header Details</a>	<a href="#">PO Activities</a>	<a href="#">Add ShipTo Comments</a>	
<a href="#">PO Defaults</a>	<a href="#">Document Status</a>		
<a href="#">Edit Comments</a>	<a href="#">Requisitions</a>		
<b>Comments</b>		Find   View All	First 1 of 1 Last
<a href="#">Copy Standard Comments</a>		Comment Status: Active	<a href="#">Inactivate</a>

22. Click [OK](#).

OR

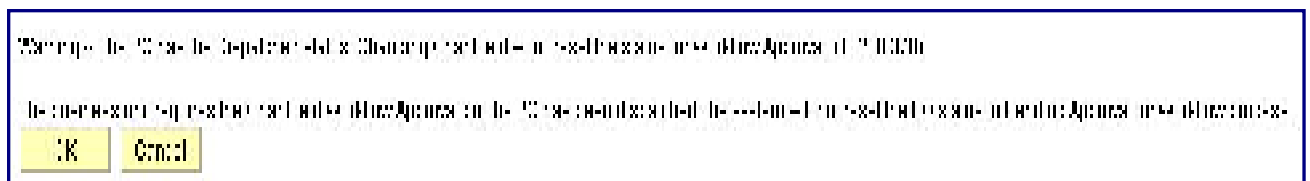
23. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was .... on line xx ..... corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ [Send to Vendor](#) to notify the vendor of the reason for the change order.

Unit:	DOTM1	PO Status:	Dispatched
PO ID:	0000042571	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
<b>Header</b>			
'PO Date:	04/09/2008	Vendor Search	
Vendor	320147173F-001	<a href="#">Vendor Details</a>	
'Vendor ID:	0000099130	EXECUTIVE LUBE LLC	
'Buyer:	GarlandPau	DOT-Garland Paul	
PO Reference:	<input type="text"/>		
<a href="#">Header Details</a>	<a href="#">PO Activities</a>	<a href="#">Add ShipTo Comments</a>	
<a href="#">PO Defaults</a>	<a href="#">Document Status</a>		
<a href="#">Add Comments</a>	<a href="#">Requisitions</a>		
<b>Amount Summary</b>			
Merchandise:	44.60		
Freight/Tax/Misc.:	0.00	<a href="#">Calculate</a>	
Total Amount:	44.60	USD	
<a href="#">Total PO Obligation:</a>	44.60	USD	

24. Click [OK](#).



25. Click  Save. The following message will appear:



26. Click .

Notify the appropriate approvers.

27. To correct expenditures associated with the PO that was incorrectly coded, users should provide the following information to their Budget Coordinator, who will submit an expenditure correction request to the Budget Unit:

- PO number
- Vendor Name
- Voucher Number(s)
- Incorrect Coding
- Correct Coding
- Dollar amount

**PO Fully Received (R) and Closed:**

1. Purchase Orders that are fully received cannot be changed, however, the expenditures associated with the Purchase Order must be corrected. Users should provide the following information to their budget coordinator, who will submit an expenditure correction request to the Budget Unit:
  - PO number
  - Vendor Name
  - Voucher Number(s)
  - Incorrect Coding
  - Correct Coding
  - Dollar amount